

2009-2010

Medina Elementary School



Community Handbook

Medina Elementary School
8001 NE 8th St
Medina, WA 98039

425-456-5400 (Medina Office)
425-456-5401 (Attendance Line)
medinaattendance@bsd405.org

Jennifer Rose
Principal

Chris Metzger
Office Manager

WELCOME to Medina Elementary School!

Medina is one of 16 elementary schools in the Bellevue School District. Our school currently serves approximately 500 students in kindergarten through fifth grade.

The Medina staff is committed to working as a team to provide the highest quality education for our students. We value working collaboratively with our students' families and believe that the school-home connection plays an important role in the success of our students and our program at Medina.

Our mission is to ensure students progress at grade level in order to be fully prepared for a college education. We are relentless in pursuit of that goal, and work tirelessly to accomplish our mission.

Thank you for sharing your children with us. Feel free to call the school with your thoughts, questions, ideas, and comments at any time: (425) 456-5400.

Sincerely,

Jennifer Rose
Principal

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2009-2010 Medina Schedule

8:00	Doors open for student arrival
8:05	Classroom Doors Open All Students proceed to class
8:10	School Begins, all students in classrooms
9:50–10:05 10:10–10:25	Morning Recesses
11:50	Half Day Kindergarten Dismissal
11:40-1:05	Lunch and Recess Periods
2:35	Dismissal*

***Wednesday Dismissal is at 12:15 PM**

Attendance

Washington State law requires school age children under the age of 18 years to attend school. If your child is absent or will be late to school, please call the **Medina Main Office** at **456-5401**. If a child is marked absent and you have not called the school, office staff will call your home and/or business in an attempt to determine that your child is home with you. If the school does reach you, a note must be sent in with your child when he/she returns to school. If the school does not speak with you or receive a note, the absence will be UNEXCUSED. UNEXCUSED absences will be counted towards a Truancy report as mandated by Washington State Law.

In the event your child will be missing school due to family vacation plans, please stop by the office several days in advance of their absence to complete a Prearranged Absence Form. Please note that vacation during school time is discouraged. Please plan family trips during school vacations

Students are to arrive at school between 8:00 and 8:10 am and proceed to the covered area next to the Multi-purpose room. The first bell rings at 8:05 A.M. All students should be going to their classes at that time. School starts promptly at 8:10 am, and all students should be in their classrooms. **Students who arrive after 8:10 am are considered tardy and must report to the Medina Office.**

Frequent tardies and absences will be addressed by the principal. The school may take a variety of actions to help improve a student's attendance and timeliness, with the goal of having children in school as much as possible so learning can occur!



Transportation, Drop Off, and Pick Up

If you reside outside the walking perimeter and require Transportation, you will be notified by the Transportation Department the week prior to the start of school. You will be told your designated pick-up and drop-off point and time. Transportation will also send you an informational newsletter for bus riders regarding policies and procedures, student discipline, and emergency procedures. If you are in doubt about whether your child may or may not ride the bus, please call Transportation at (425) 456-4512.

If your child has a change in plans and is not taking the bus or will have other arrangements after school, the Teacher & office **MUST** receive a note from the parent. Otherwise your child will be placed on their normal bus. A child that is going home with another student after school must have a note giving permission, listing the name of the other child and that child's bus route. Have your child bring this note to the office before school.

We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. Fewer vehicles makes it easier for everyone!

If you drive to school to drop your child(ren) off at school or to pick them up from school, please follow these guidelines:

1. Pull forward to the drop-off/pick-up area when dropping off/picking up children. **DO NOT** allow your children to walk across the parking lot areas. This requires children to cross in front of cars, which creates a dangerous situation.
2. Pull as far forward as possible when you are in the drop-off/pick-up lane. Drop off/pick up your child(ren), and then pull ahead to exit. Please keep the line moving! If you need to talk with another parent or a teacher, *park your vehicle in a parking space*. If you are waiting for your child(ren), **DO NOT LEAVE YOUR CAR UNATTENDED**.
3. If you must park your vehicle, **PARK ONLY IN DESIGNATED PARKING SPACES. DO NOT BLOCK BUS OR FIRE LANES.**
4. Please follow the directions of the Student Safety Patrol. They will provide guidance for safe crossing across the lot.

Early Pick Up

If it is necessary for you to pick your child up early from school, please come to the office to sign him/her out. Your child will be called from class to meet you. When you follow these procedures, you help keep all children at Medina safe.

After School Plans

Should your child wish to go home with a friend or anywhere else other than the normal after school destination, those plans should be made in advance. No child will be allowed to ride a school bus other than his or her own without written permission from the parent/guardian. *Students will not be dismissed early or released to anyone other than their parent or guardian/emergency contacts without prior arrangement with the Office.* These measures are taken in a partnership between home and school to ensure your child's safety.

Students are not allowed to make phone calls from school to arrange after school plans, unless they have a note from you, so prior planning is necessary.



Snow: School Closure/Late Start

Snow can create confusion for all of us when it affects the school schedule. Since our school busses serve several schools in the district, decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in our neighborhood, but icy in other areas of the district. For this reason, it is very important to listen to your radio or watch the local TV news stations for announcements of school closures. Please do not call the school office to determine the status of a late start or closure, instead call the school district's 24-hour recorded school news line at **(425) 456-4111**. You can also access the Public School Emergency Communication System's website at www.psecs.wednet.edu.

Lunch Program

Medina provides hot breakfast and hot lunch selections every day. The cost of school lunches and milk are:

Student Lunch (including milk)	\$2.75
Milk	\$0.50
Reduced Lunch (including milk)	\$0.40



We use a computerized lunch accounting system. Each child is issued a Personal Identification Number (PIN) which is used to purchase lunch or milk. Students who purchase lunch or milk will key in their PIN and their account is debited accordingly. We encourage you to use the PAMS (Parent Account Management System) Lunchroom internet/phone system to deposit money. The web site is www.pamslunchroom.com or call 1-888-994-5100. You can set up an account with a password that allows you to prepay for student's meals online or by phone; set up for automatic payment to your child's account; receive e-mail notification of balance status automatically and access your payment history. There is a fee for this service.

You can also send a check for several lunches, if possible, made payable to the Bellevue School District. Make sure you include your child's first and last name on the check. If you have more than one child, you may still use one check, but please indicate the amount of money to deposit into each child's account.

Lunch menus are sent home each month, and your child will have a choice of the items listed. Menus are also available on the Bellevue School District website, www.bsd405.org.

FREE & REDUCED MEALS

Free and reduced price lunches are available to children whose family incomes fall within eligibility guidelines. You may request eligibility forms from the school office at any time. This information is kept confidential and eligibility is determined through the Nutritional Services department not the school. Every summer the Nutritional Services Department will send everyone an application for free/reduced meals because it is recognized that a family's financial status can change. PLEASE NOTE: EVEN IF YOUR FAMILY QUALIFIED FOR FREE/REDUCE FOR A PREVIOUS SCHOOL YEAR, YOU MUST REAPPLY EACH SCHOOL YEAR. This is done during the summer. Nutritional Services mails a new application to your home. You need to make sure that the school has your correct mailing address or you will not receive the new application. Fill it out and mail the application directly to Nutritional Services per their instructions. If you do not reapply, your child's account will revert to FULL PAY starting the end of September of that new school year.

SNACKS

Many students choose to bring a snack from home to eat mid-morning. These snacks should be healthful choices such as crackers, cheese, granola bars, or fruit. There are times when families bring a snack to share with a child's entire class. In the event you do bring food to school to share with your child's class, please check with your child's teacher and bring healthy snacks. We appreciate your respect of special dietary needs and food allergies. *Candy, gum, soda and other high calorie, high sugar foods should not be brought to school for snack or lunch.*

Volunteers

We welcome your involvement at school! Medina is fortunate to have very strong parent involvement. Parent volunteers are also appreciated in the clinic, library, and lunchroom. The Volunteers in Bellevue's Education System (VIBES) is also very active at Medina. Students and teachers are fortunate to have many community volunteers active in their classrooms. Inquire in the office and fill out a VIBES volunteer form if you are interested in contributing your time to one of these or other school programs.

Medina PTSA

The Medina PTSA is another way to be involved with the school. The PTSA organizes volunteers to support a variety of school programs, activities, and special events. Many parents tirelessly volunteer their time on committees through the PTSA. You may be interested in helping with the Reflections, Fund Raising, Field Day, or any of the other PTSA committees. Contact Co-Presidents Patty Jordan or Jen Bishop for more information.

School Visitor Badge System

We are very fortunate at Medina to have the strong commitment by parents and other volunteers who assist in the school. State law requires all visitors and volunteers sign in at the front office before heading to a classroom. When you come to the school to visit or volunteer, we will ask you to wear a badge that identifies you as a visitor. We truly appreciate your support of Medina and want you to feel welcome here. Thank you for realizing that the safety of all students is a high priority for us.

Medication and Illness

According to state law, **any** medication (prescription or over-the-counter) must be administered to students by an authorized employee of the school district. The medication must be requested and authorized ***in writing*** by **both** a parent or legal guardian **and** a physician. If your child requires any prescription or over-the-counter medication during the school day, obtain an "Authorization For Medications To Be Taken At School" form from the office. These medications will be kept locked in the office and administered by a district employee who is trained in First Aid.

The Clinic is under the direct supervision of the nurse and office staff at all times. Any child who becomes ill at school or requires minor medical care, such as a band-aid or ice pack, will be treated in the Clinic. If a child becomes ill during the school day and has a fever and/or has vomited, parents/guardians will be contacted and asked to pick their child up from school. In the event of a serious injury, parents/guardians will be contacted immediately.

Emergency Information

Please complete and return an “Emergency Dismissal Information” form. This form will be kept on file in the office. The form will be used when your child is sick or if there’s an emergency at school. In either of these cases, we will first call the parents/guardians listed at their home/work numbers. If we are unable to reach them, we will leave a message whenever possible and proceed down the emergency contact list in the order given. A working phone number is critical for communication, please keep us informed of any changes. We would appreciate your listing as many alternative emergency contacts as possible. Contact the school office when any of the emergency contact information you wish to have on file changes.

Emergency Plan

In the event of an emergency, we have an extensive emergency/disaster plan. Students and staff are instructed on emergency procedures. We practice monthly safety drills such as fire, earthquake, and lockdown drills. We have an emergency storage area located on school grounds that contains supplies to provide food, water, and shelter for the students and staff. We also have a number of staff trained in First Aid and CPR. In the event of an emergency, our power may be lost and we may not be able to contact you. For that reason it is even more essential for you complete the “Emergency Dismissal Information” form.

Student Behavior Expectations

At Medina Elementary School, we expect all members of the school community to be safe, respectful, responsible, and kind. Every year, we do the following:

- We teach children about our behavior expectations, and we review these expectations regularly.
- We explain to children what behavior is okay and what behavior is not tolerated.
- We teach children how to identify and prevent bullying behavior.
- We teach children how to solve problems and how to use conflict resolution strategies.
- We positively reinforce our expectations.

We use the expectations of being safe, respectful, responsible, and kind to provide a common language for our school community. The steps of conflict resolution also provide children with a common language for how to solve problems:

- Identify the problem.
- Think about different solutions.
- Agree on a solution.
- Follow through on the agreement.

Assembly Expectations

During assemblies, the audience is expected to enter the gym safely and stay seated on the floor. Respectful audience behavior, including attention to the speaker(s) and appropriate clapping or laughing, is requested. Audience members are encouraged to stay seated, and in their own personal space, to demonstrate responsibility for their behavior. Finally, kindness toward and respect for presenters or performers should be demonstrated through clapping at the conclusion of an assembly. Audience expectations are taught at the Back-to-School Assembly and reinforced throughout the school year.

Dress Code

Students are expected to wear clothing that is appropriate for school and the weather. Athletic shoes are strongly encouraged on days when your child attends PE. Clothing should cover all undergarments and may not advertise nor advocate the use of alcohol, drug or tobacco. Clothing with writing or pictures that are obscene or suggest or express inappropriate messages should not be worn at school. Bare midriffs, short-shorts, spaghetti straps, and sagging pants are not appropriate for school. Students dressed inappropriately will be provided with a change of clothing or allowed to call home and ask for a change of clothes. The school administration is the final authority to determine what is appropriate.

Items Brought From Home

Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value should remain at home so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher.

Please help us by leaving your pets at home when you come to school to volunteer. If you have your dog with you when you drop off or pick your students up from school, please make sure your pet is on a leash and under control and that you keep your pet at the edge of school grounds. Pets are not allowed on school grounds. This is for the health and safety of all students; many students are either allergic to or intimidated by animals. Sometimes we are asked about bringing pets to school to share with classmates. State law does not allow certain animals to be in schools (some birds, turtles, and others). Therefore, we ask that no animals are brought into the classroom unless you have made prior arrangements with your child's classroom teacher.

Birthday or other party invitations should be distributed outside of school. This ensures there are no hurt feelings by those not invited to a party. The PTSA will provide all families with a school directory that includes student addresses that can be used for mailing invitations.

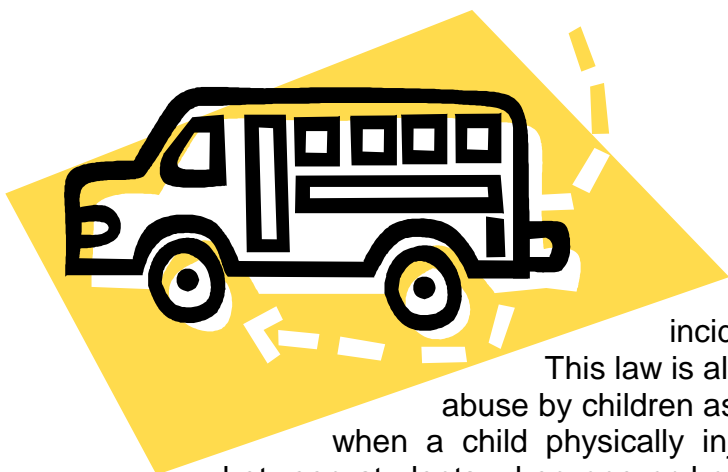
Field Trips

Teachers plan a variety of field trips throughout the school year. The purpose of these field trips is to enrich and enhance the classroom curriculum. Volunteers are needed for each field trip, and teachers will alert their classroom families when field trips are in the planning stages. If you elect to drive and/or chaperone on a field trip, please remember the following:

- Medina students, staff, and chaperones represent our school when on field trips. It is very important we demonstrate to others in our surrounding communities the value we place on appropriate behavior while on field trips.
- Teachers will provide you with their expectations for student behavior during the field trip. Classroom teachers will support you for reinforcing safe, respectful, responsible, and kind behavior within your small group of students.
- Siblings who accompany their parent, but do not attend Medina will not be permitted to ride the school bus on Field Trips, due to district liability.
- Children may not be seated in a front-seat passenger seat with an airbag. All vehicle passengers must wear a seatbelt.

- **Use of cellular phones while driving is not allowed. Phone use on trips should be limited to emergency use only.** Studies have shown that people who use their cellular phones while driving have a greater risk of being involved in an accident. For the safety of our children, we ask that you model responsible cellular phone use while driving and chaperoning on a field trip.

Thank you in advance for supporting the many field trips your children will experience during their years at Medina. We appreciate your understanding and cooperation in helping to reinforce safe, respectful, responsible, and kind behavior away from school.



Child Abuse, Neglect, and Weapons Policies

By law, schools are required to report any incident of child abuse or neglect by an adult.

This law is also written and understood to include any child abuse by children as well. School employees must make a report when a child physically injures another person. That includes fights between students when one or both are injured. Such reports are sent to the

Bellevue Police Department or Child Protection Services.

Please discuss this law with your children. When students are involved in fights at school we work with them on problem solving and coming up with a plan for handling disputes. Parents are notified when fights are serious. Consequences can include suspension for one or more days or emergency expulsion.

State law requires that a student who brings a gun or gun “look-alike” on any school campus be expelled. Bringing other dangerous weapons on campus is grounds for expulsion, suspension, or other disciplinary action. The use of any object in a threatening manner may also be reason for disciplining a student. While the number of incidents district-wide is small each year, we take each one very seriously. Toy weapons are not allowed at any time.